



SALES/USE TAX BOOKS & RECORDS AUDITOR

This entry level position will join a team of 10 to 12 revenue auditors that perform full-scope books and records audits on sales and use, premier resort, expo and rental vehicle tax returns. You will learn the functions associated with field auditing, Wisconsin sales and use tax laws and procedures, refund claim procedures, audit techniques, and effective approaches for interacting with taxpayers. After the initial training period, auditors will work independently to complete audits. Audits are generally conducted at taxpayer or accounting offices.

Activities include:

- examining sales and use, premier resort, expo, and rental vehicle tax returns and credit claims for proper application of Wisconsin laws
- examining books and records of multiple years or periods for proper application of Wisconsin sales and use, premier resort, expo and rental vehicle tax laws to accurately determine the correct tax liability
- examining and analyzing electronic records
- requesting and receiving additional information from taxpayers
- documenting your work using working papers and reports
- handling appeals and taxpayer contacts
- providing taxpayer assistance and education
- assisting with tax program updates and improvements
- participating in special projects and assignments, including quality improvement and ongoing training and development

To perform these activities successfully, books and records auditors will:

- effectively communicate, both written and verbally
- prioritize tasks, remain organized, and manage time effectively
- perform extensive research
- write technical documents
- attain technical knowledge related to audits
- know and understand policies and procedures to complete audit projects
- perform special assignments such as preparation or presentation of training seminars or participation on project teams that may cross section/bureau lines